



# DupeZap 4

[DupeZap Home Page](#)

## DupeZap 4

## User manual

**Please read this manual carefully before using DupeZap. Hyperbolic Software is not responsible for any damages directly or indirectly caused by using this product. Hyperbolic Software assumes the user understands that there are risks associated with moving and/or deleting files on a computer and advises extreme caution when moving, deleting or otherwise altering files located with the OS X System folder. It is recommended that the user always performs a back-up of any files prior to deletion.**

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## Introduction

DupeZap is a modern application with a stylish interface, easy to use and powerful like no others.

An OS X system uses hundreds of thousands of files, and every application installed on the computer adds more. Inevitably, some of these items will be duplicates, many of which are unnecessary\*. Over time and with use, the number of duplicate files on your system increases, taking up space and contributing to the clogging up. Add iTunes and Photos libraries into the equation, with songs, videos and photos being added, moved, copied or renamed and the situation only gets more complicated. The clutter isn't always easy to find or identify and that's where DupeZap is invaluable.

By assisting you in locating and managing duplicate items stored on your computer's hard disk, DupeZap allows you to reclaim storage space and potentially increase the efficiency of applications. You can search the content of the Photos and iTunes databases and synchronize any file deletions with iTunes and Photos\*\*. Empty folders can also be easily located. Besides your Mac's main hard drive, DupeZap can also be used to locate duplicate items on any mounted disc or drive: disc images, network drives, portable hard drives or even USB thumb drives.

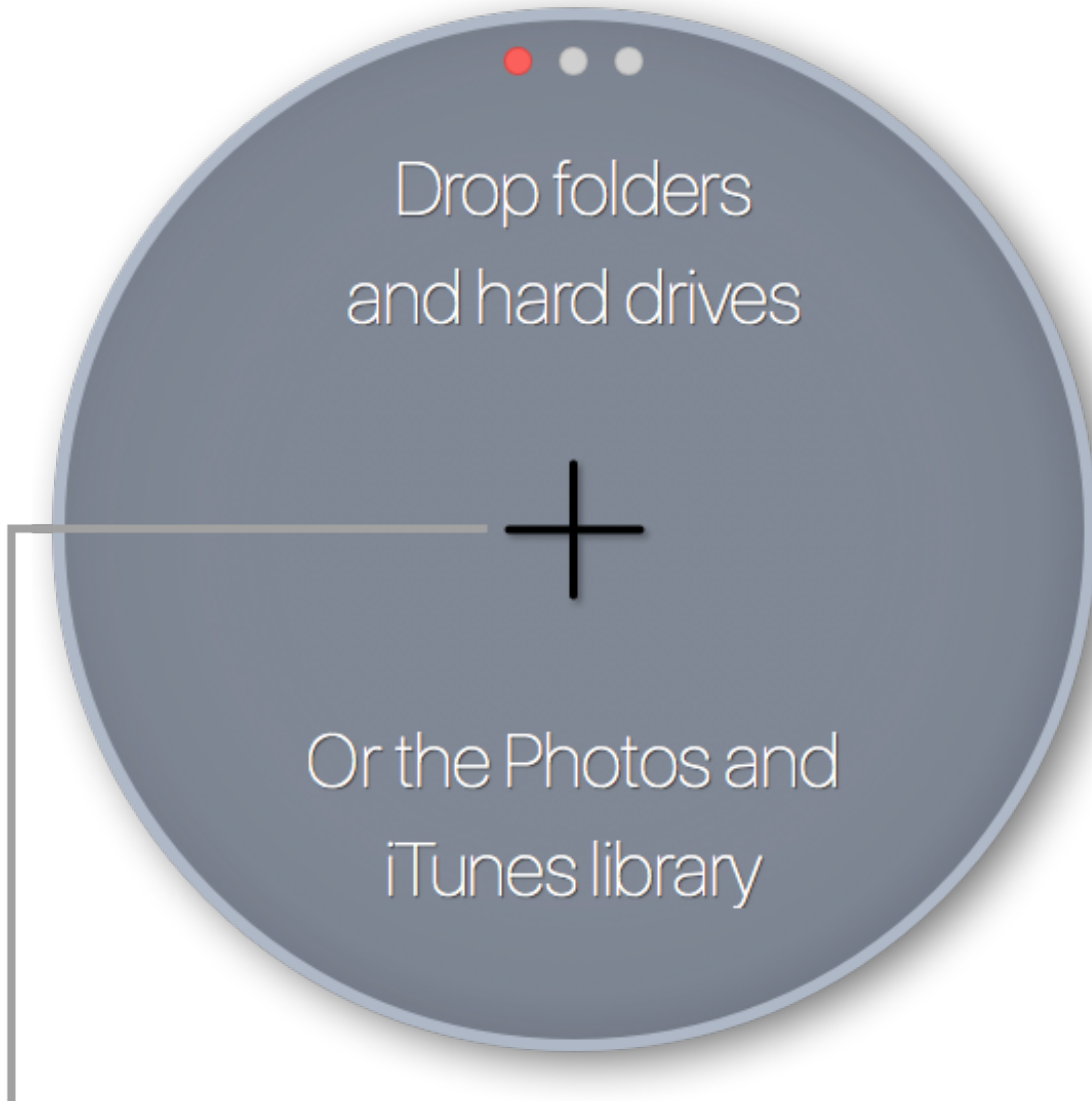
\* Some applications install duplicate items that are required and removing these duplicates could prevent the application from functioning. It is suggested that you use caution when removing duplicate items that were created as part of the original installation of any software packages.

\*\*OS X, iTunes and Photos are registered trademarks of Apple, Inc.

# Overview

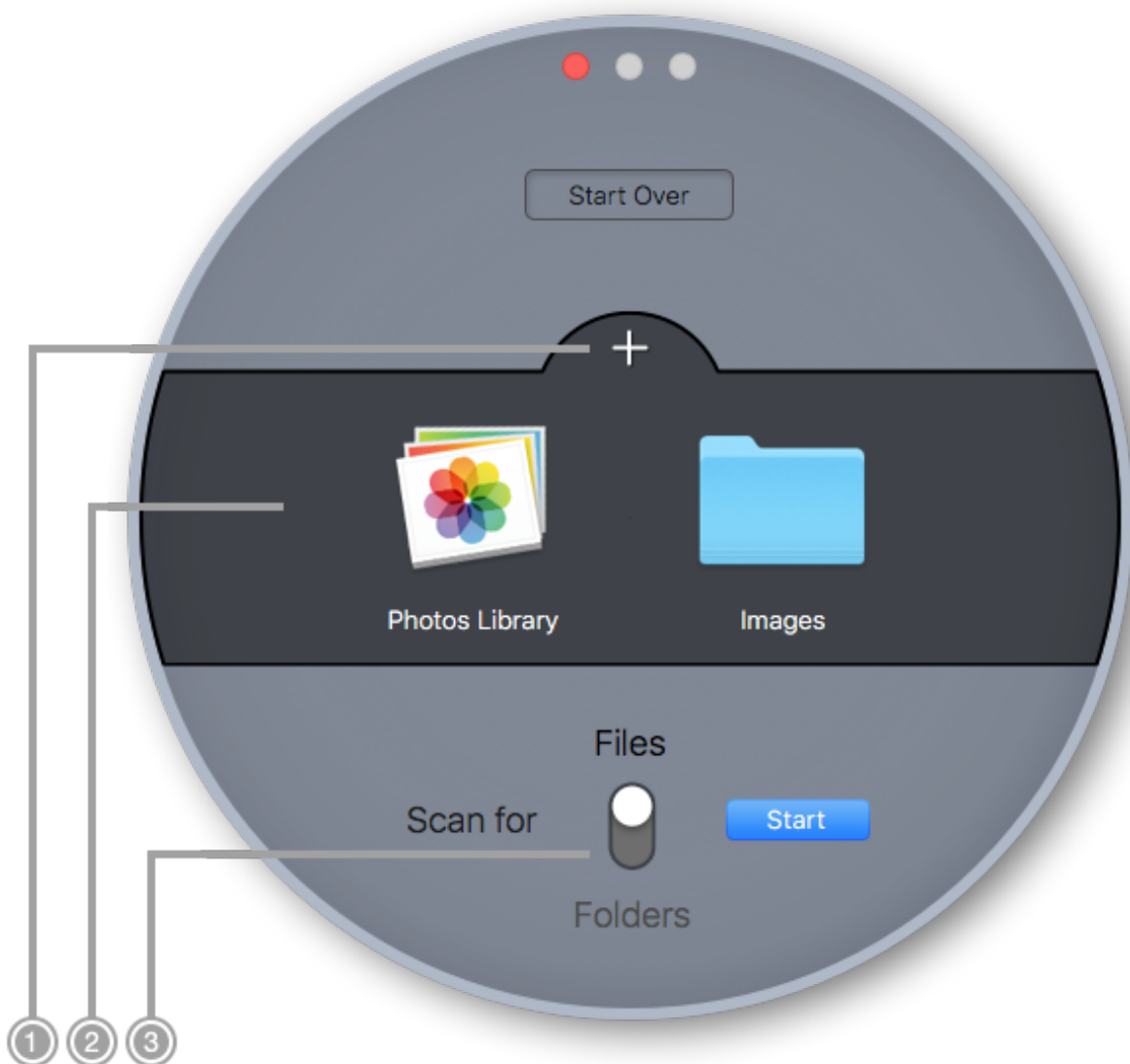
## START VIEW

As you launch **DupeZap**, you see the Start window.



**Add button:** allows to add sources you want to search in and clean up.

## SOURCE VIEW

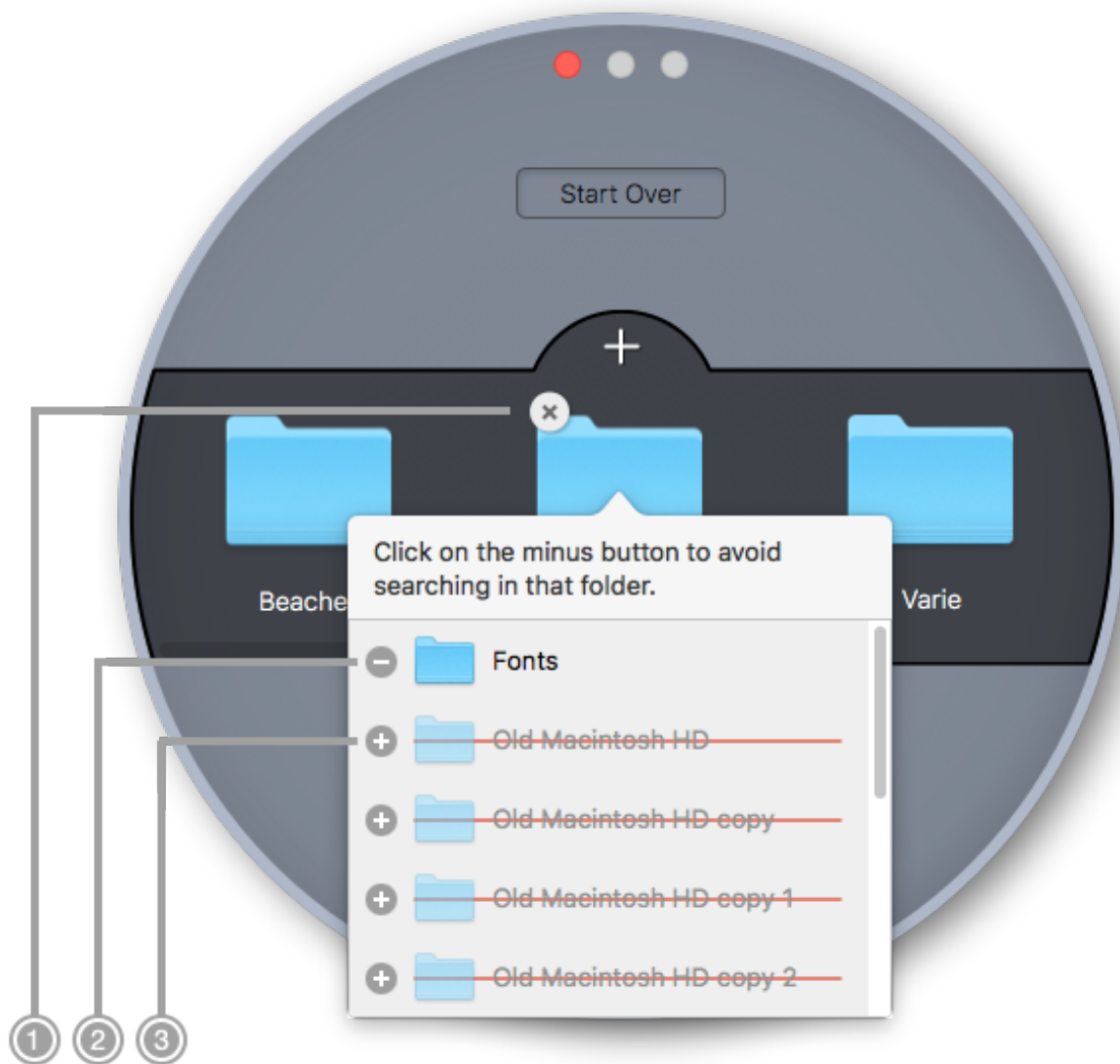


**Add Button** (1): add more sources.

**Sources** (2): here are listed the sources you have chosen.

**Switch** (3): allows to choose the result kind: either duplicate files, or duplicate folders.

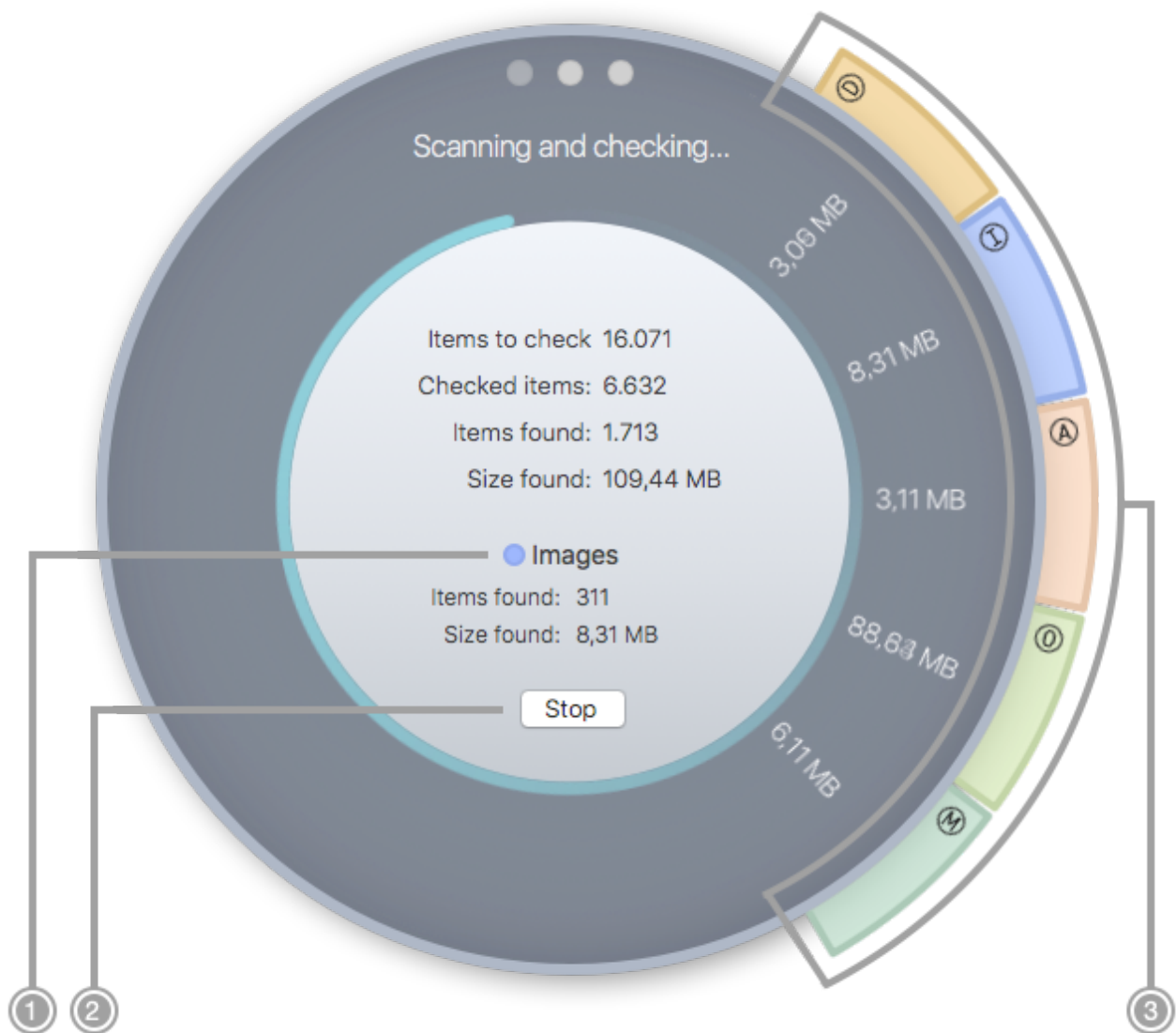
## SOURCES



**Remove button (1):** removes the added source.

If you want to exclude from the search some folders inside an added source, you can do it by right-clicking on it. A popover view will appear. To exclude an item, click on the minus button (2). Click on the plus button (3) to re-add it to the search session.

## SEARCH PROGRESS VIEW

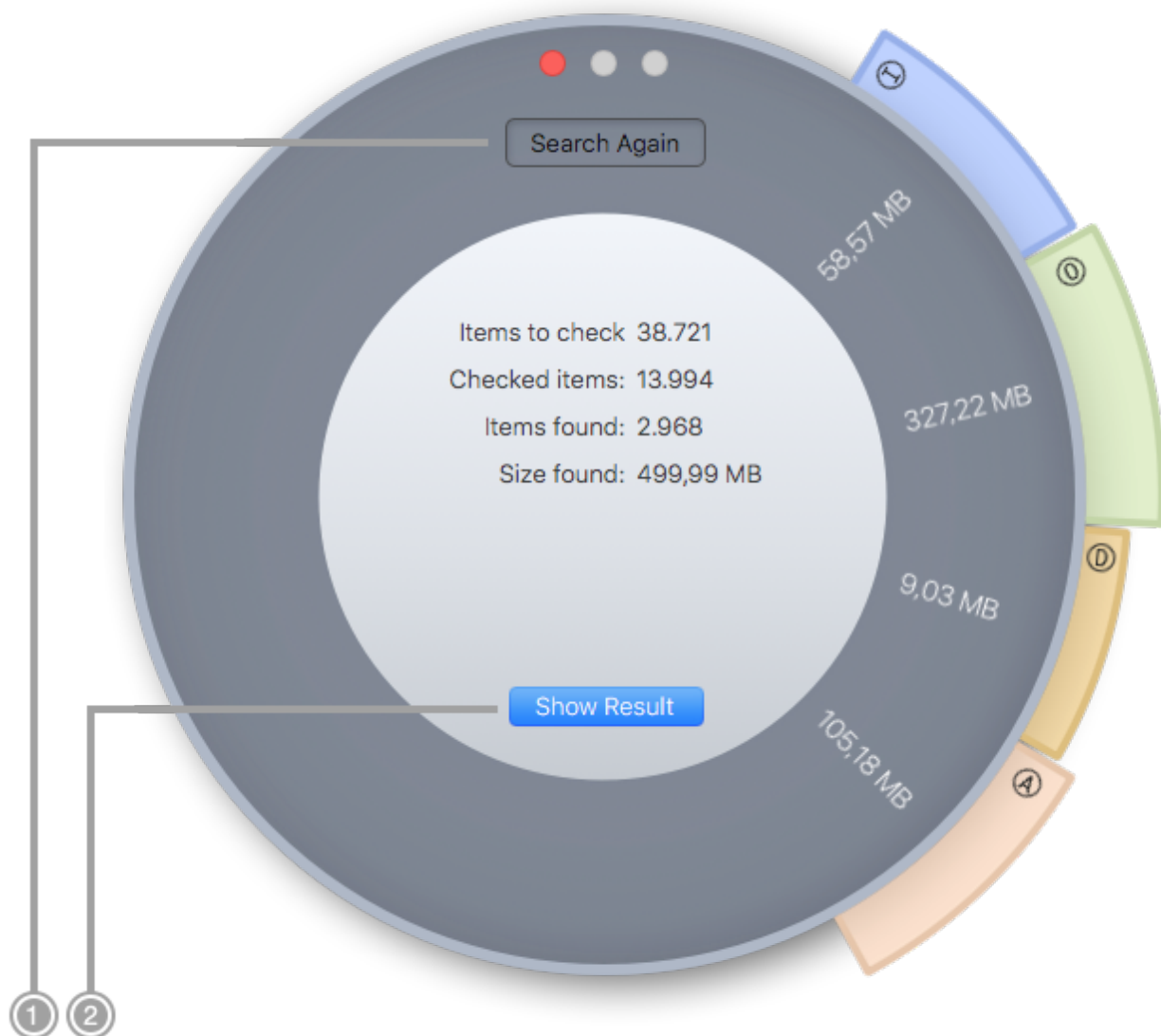


**File Type tab (3):** you can visualize info (1) on the different types of found files by going with the cursor over the tabs.

**Stop button (2):** interrupt the current search.



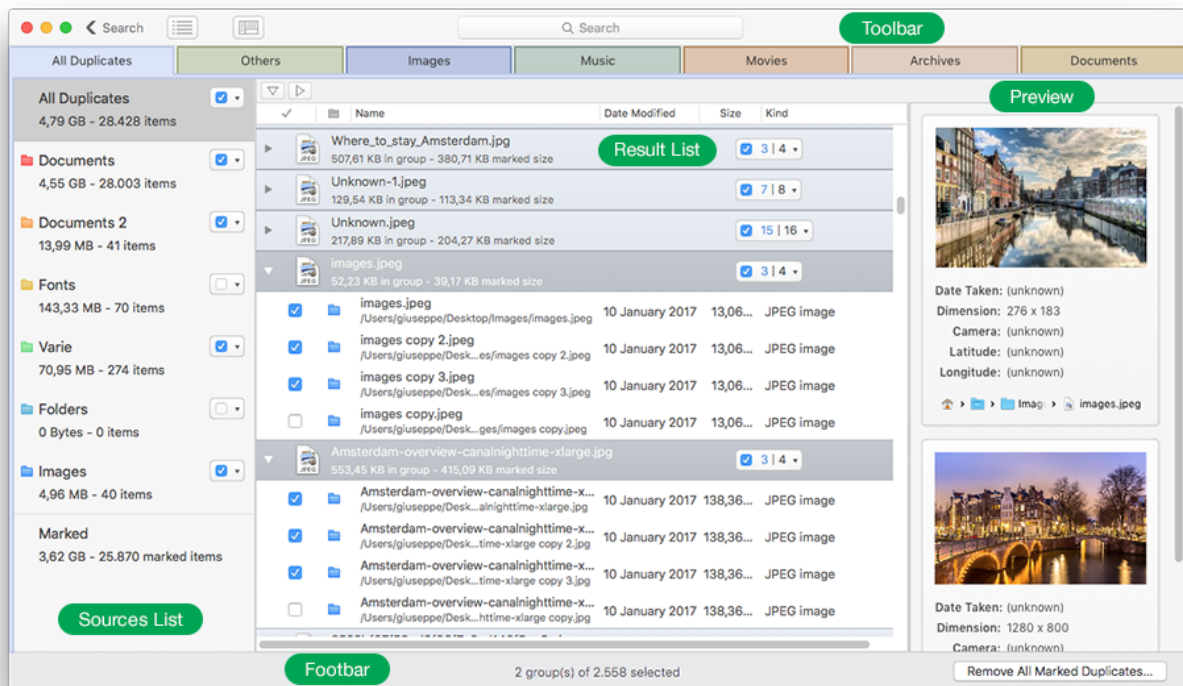
## RESULT OVERVIEW



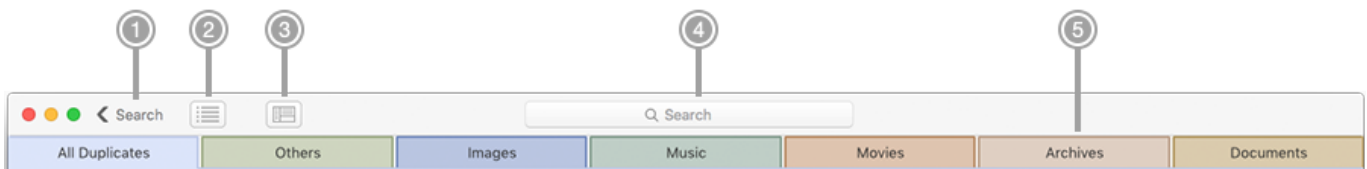
**Search Again button (1):** search again discarding the current result

**Show Result button (2):** show the results by opening the Result Window. Click on a File Type Tab to open the Result Window in the chosen files type view..

# RESULT WINDOW



## Toolbar



**Search button (1):** go back to the result overview and possibly search again.

**Toggle button (2):** toggle the visibility of the result by group. The results can be shown either as a list of files, or as groups of duplicate files.

**Swap Preview Area button (3):** move the preview area from left to bottom and vice versa.

**Search Field (4):** search items by name in the found list.

**File Type tabs (5):** The first tab contains all found items, from the second tab, **DupeZap** shows the result divided in file types. There are 8 predefined file tabs;

**1) All Duplicates:** as the name itself explains, it contains all the duplicates found. Not modifiable.

**2) Others:** contains all the files not specified by the other tabs. Not modifiable

**3) Folder:** contains the duplicates folders. Not modifiable

**4) Image:** contains numerous image types. This tab is modifiable.

**5) Music:** contains numerous music file types. This tab is modifiable.

**6) Movies:** contains numerous movies types. This tab is modifiable.

**7) Archives:** contains file types, such as: zip, tar, etc. This tab is modifiable.

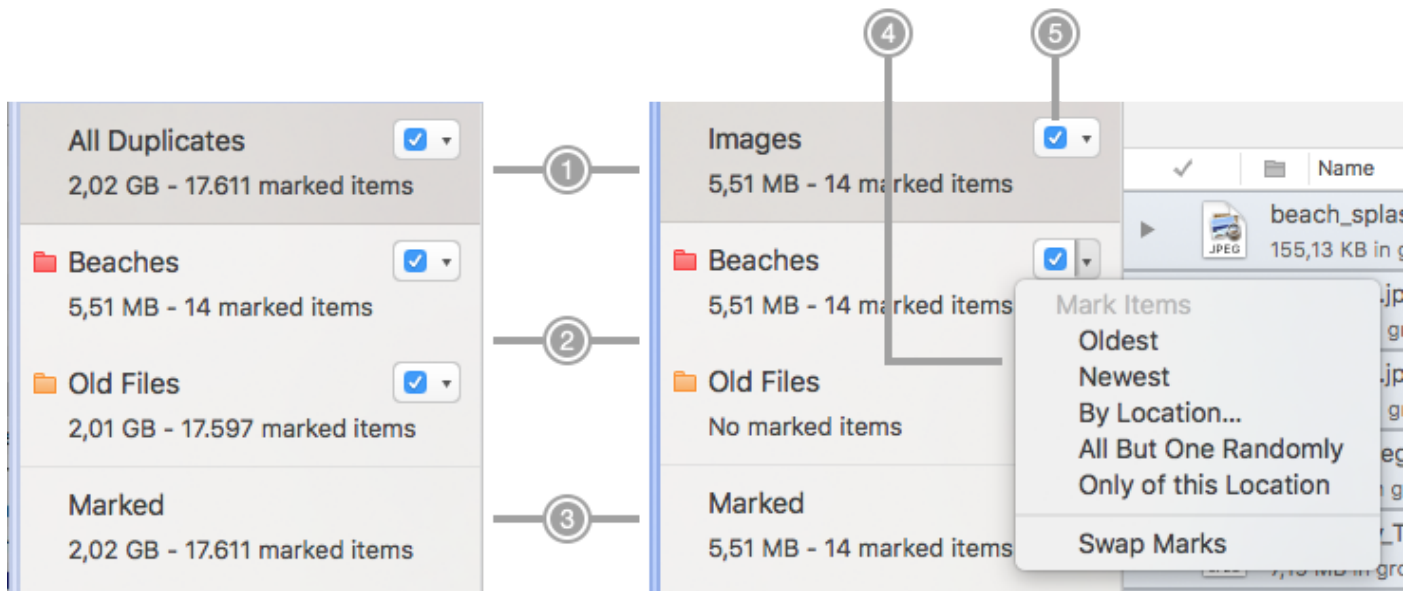
**8) Documents:** contains file types, such as: Microsoft Word, RTF, text, etc. This tab is modifiable.

In addition to the listed above, **DupeZap** shows, when available, 2 tabs that don't contain duplicates:

- Empty folders. Visible only if, after the result has been removed, empty folders are created
- “Dead” tracks. A dead track is a song file no longer in the location where iTunes had registered it.

In addition, you can customize the tab system by adding 4 more file type tabs. This operation can be done from the preferences window.

## Sources List



The *Sources List* area shows the duplicates giving more power to the user; the topmost item (1) shows all the duplicates of its category (e.g. All Duplicates, Others, Images, etc...). Successively, the results by sources are shown (2), where the found files are divided depending on the source where they are located. The last item (3) contains all the marked files, if any, related to the selected category.

It is possible to customize the marked items by invoking the pull down **Mark** menu (4) on the right side of each item, or by using the check button (5).

## Mark Menu

**Oldest:** Marks the oldest items, if they are present.

**Newest:** Marks the newest items, if they are present.

**By Location:** Marks the items that reside in the chosen location. If all items of a duplicate group reside in the location, then marks all but one item of that group.

**All But One Randomly:** Marks all items except for one (chosen randomly) in each group.

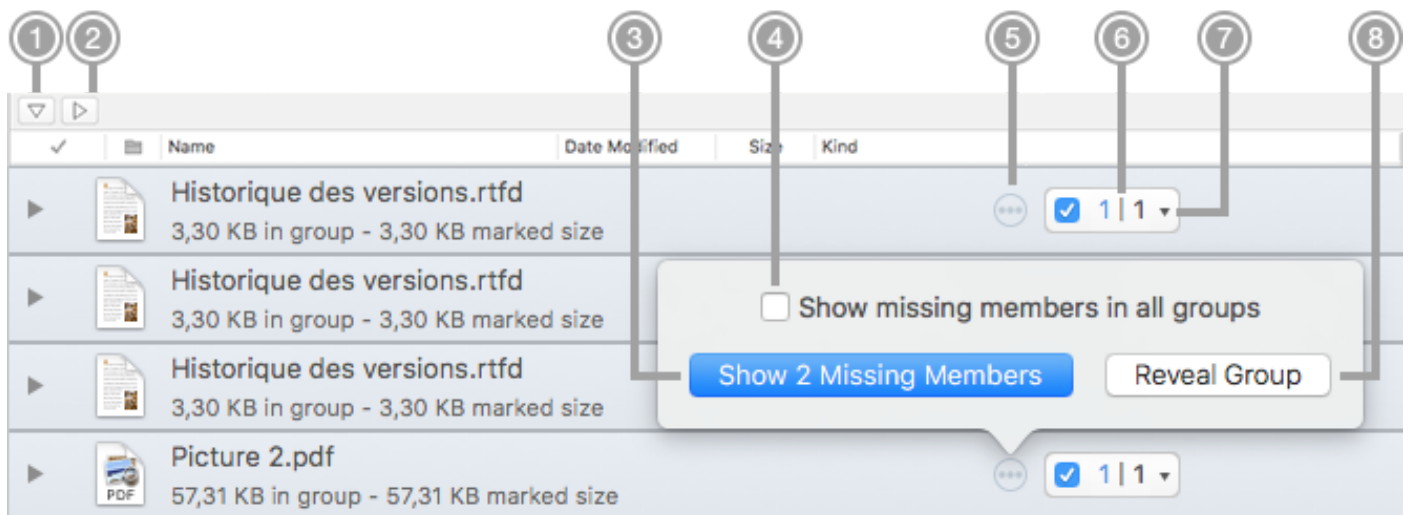
**Only of this Location:** Marks the items that reside in this location (in the case of the image above it is the folder *Beaches*). If all items of a duplicate group reside in this location, then marks all but one item of that group.

**Swap Marks:** Marks the unmarked items and unmarks the marked items. This option doesn't

act on groups of duplicates where all files are either all marked, or all unmarked.  
 If the mark menu is invoked from the file type item, then it will act on every found file inside the file type tab. If invoked from a source item, it will instead only act on the files in that source.

## Result List

As the name says, it shows the result for the visible category. When the items are grouped (see [Toggle](#) button), you'll have more options.



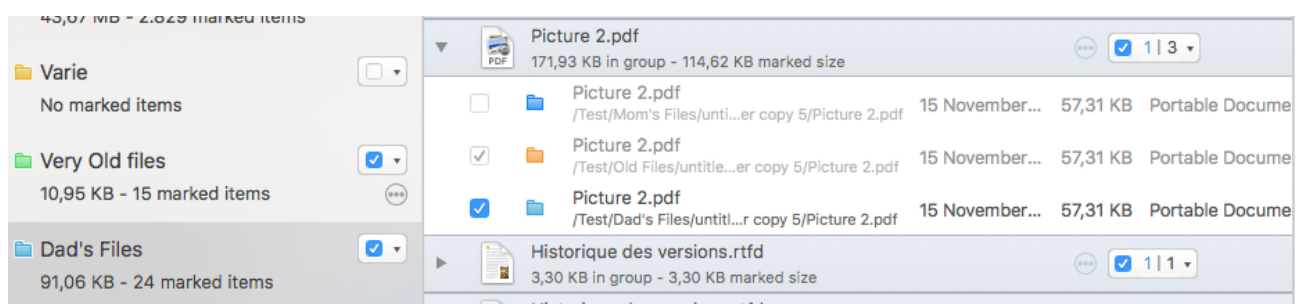
## View by Group

The two buttons on the top left can be used to expand (1) or collapse (2) all the duplicate groups. This will show (hide) the items contained in each single group, as shown in the image below.

The view by group shows the size of the items and the size of the marked items of the enclosed group. On the right side (6), it contains the count of the marked items (the digit in blue) and the count of the items in the group. The small triangle (7) shows a menu that allows you to manage the items to mark. It is similar to [Mark Menu](#).

If a [source](#) or the marked item is selected, the **Ellipsis** (5) button will become visible; it allows you to show the missing members of that group (3) or for all groups of the selected category (4).

**Reveal Group** (8) shows the group in the main found list of the selected category.



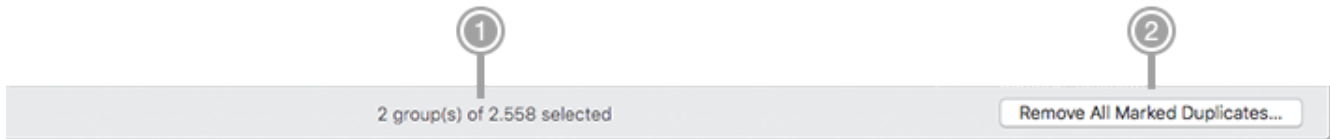
The figure above shows the group called "Picture 2.pdf" opened, showing the missing

members (the grayed-out items) of the *Dad's Files* source.

## Preview

The preview area shows the preview and the complete path of the selected items. It's possible to show more previews at the same time, so that you can visually compare the files.

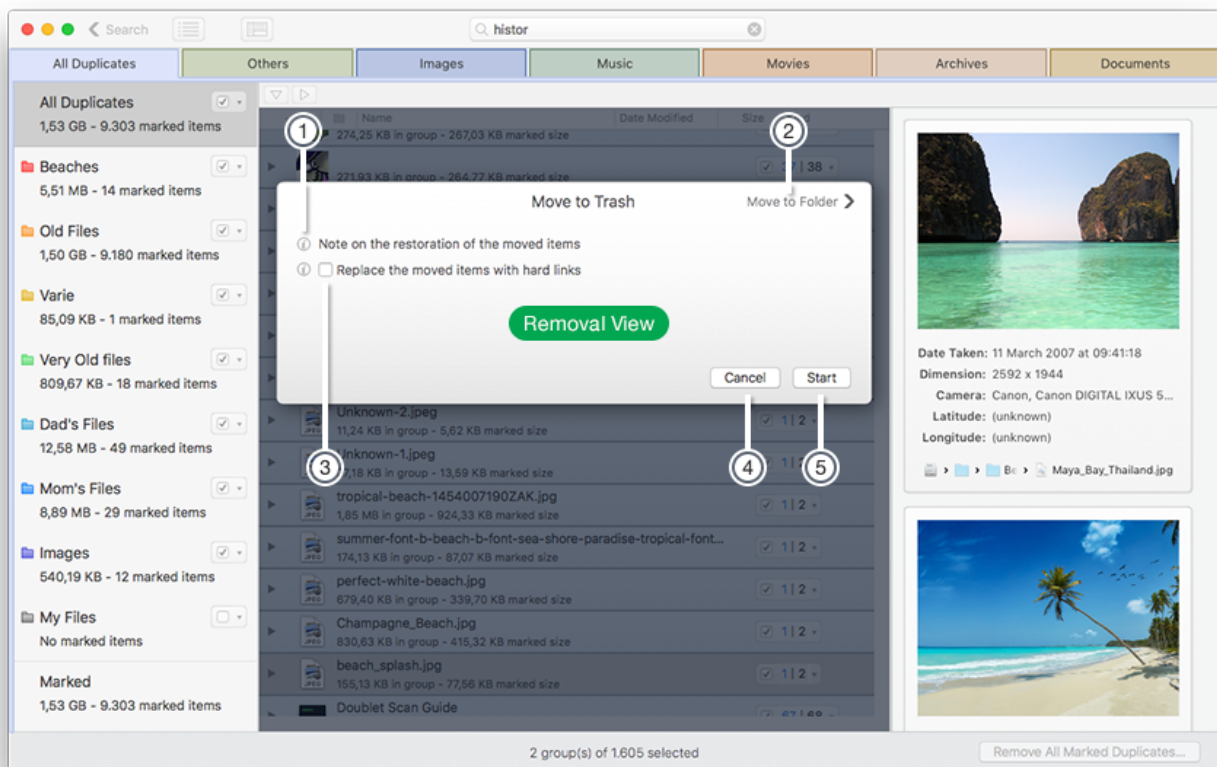
## Footbar



**Info field** (1): shows information about the selected items.

**Remove... button** (2): shows the removal view, which allows you to remove the marked items

# REMOVE VIEW



When the remove button is clicked, the **Move to Trash** view is the first view you see.

**Information buttons** (1): show important information about the options of the action.

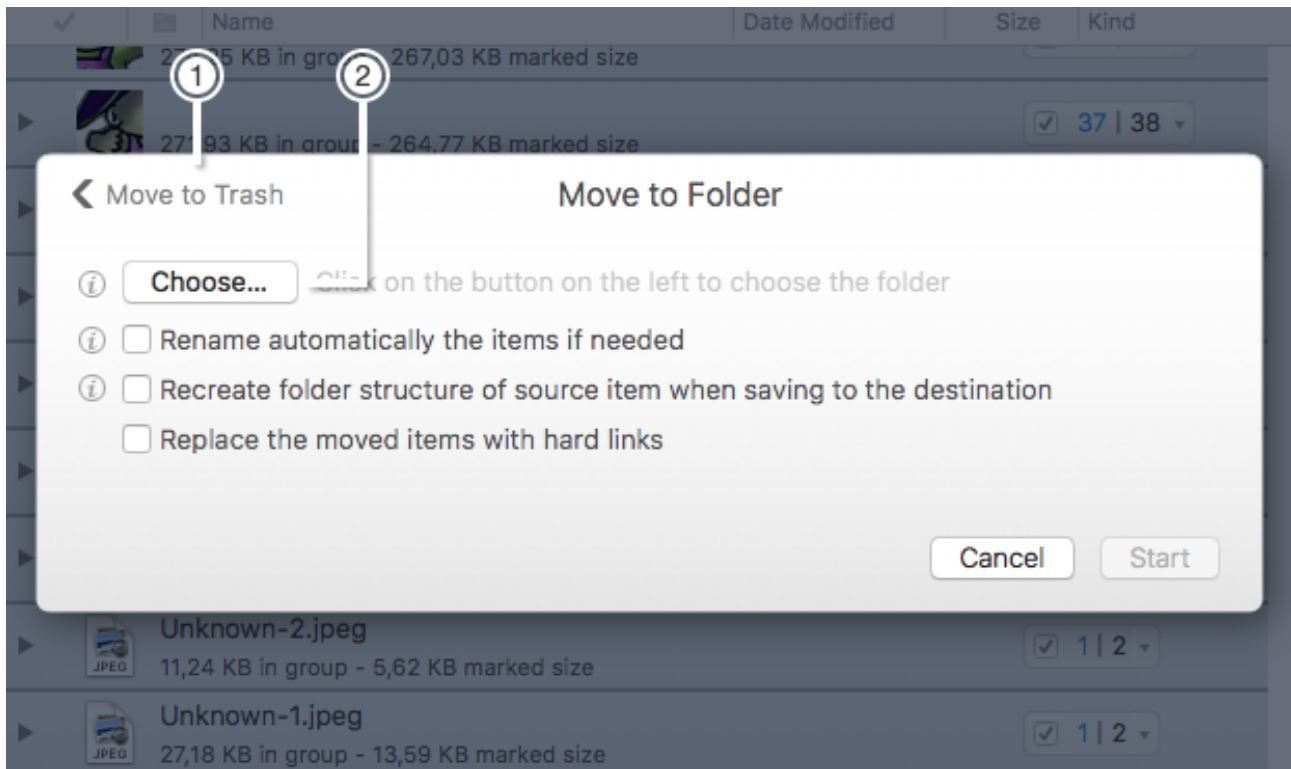
**Move to Folder button** (2): shows the Move to Folder view.

**Replace the moved items with hard links check button** (3): to know what hard links are, please click [here](#). An item will be replaced by a hard link only if there is only one non-marked item left in its group (used as a "master"). Otherwise, the item will just be removed. Hard links cannot be created for the items owned by iTunes, if the items reside in a network volume or if the "master" item resides on a different volume.

**Cancel button** (4): closes the removal view leaving all the items untouched.

**Start button** (5): starts the removal process based on the chosen option.

## Move to Folder View

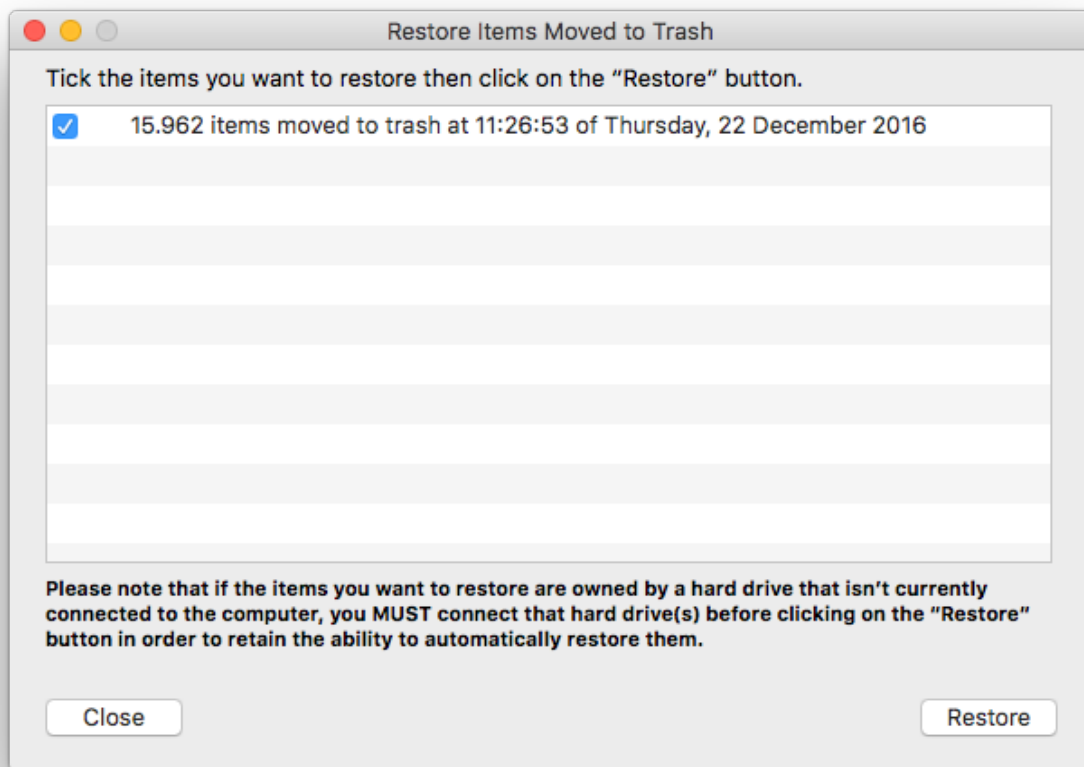


**Move to Trash button (1):** go back to the Move to Trash view.

**Choose... button (2):** allows you to choose the location where you want move the items. The information button beside each check button explains the functionality of the option.



## RESTORE WINDOW



The Restore window is accessible from the Edit menu and allows you to restore the items moved to the trash as long as they are in the trash, even after a restart of the computer.

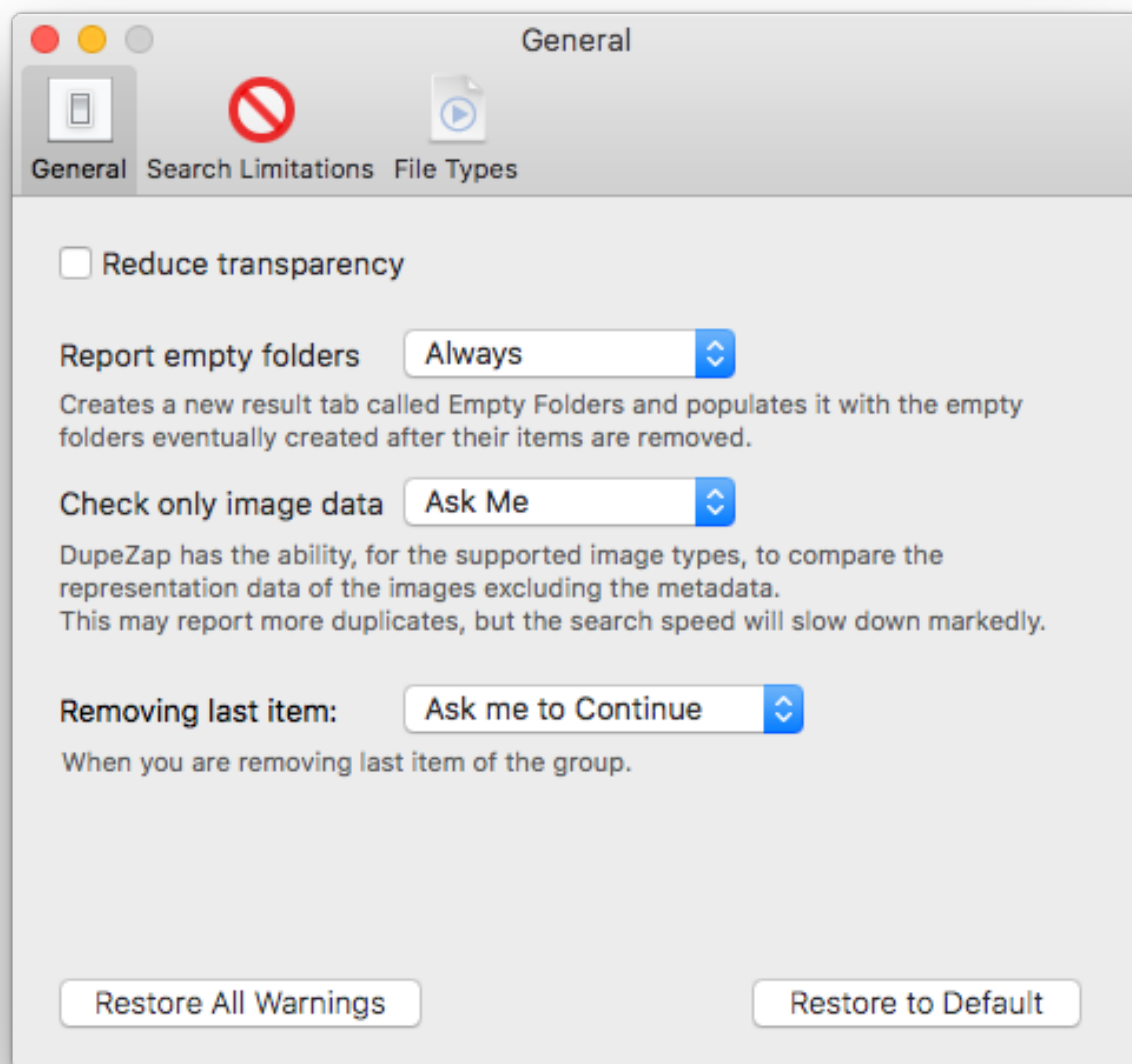
**Check buttons:** there will be a check button for each “move to trash” action you made.

**Close button:** close the window leaving untouched the items in the trash.

**Restore button:** restores to their original places the items of the ticked sections.



## PREFERENCES WINDOW



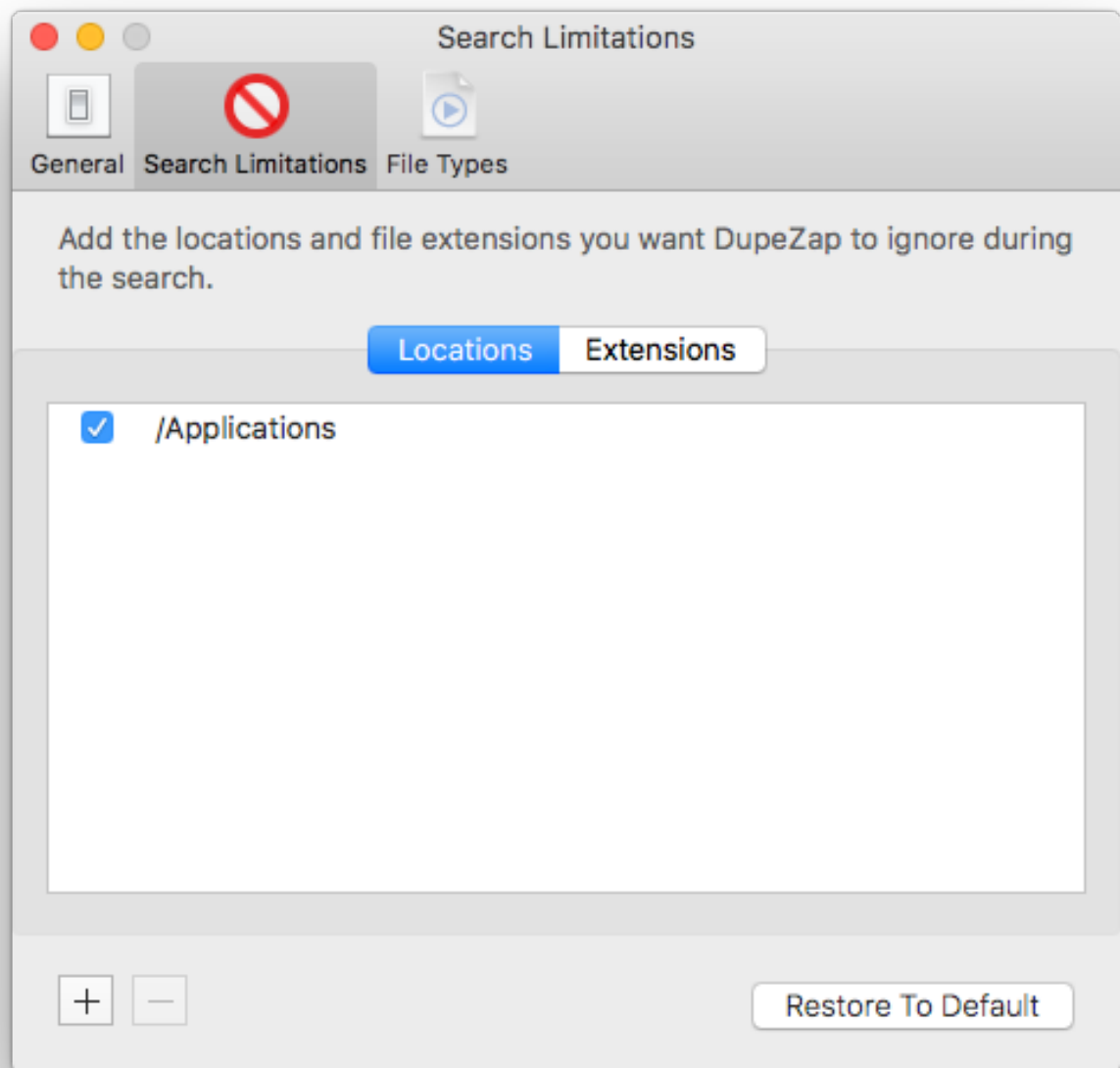
### General Preferences

**Reduce transparency:** If you don't like the transparencies of the search window or of the colored tabs, tick this check button.

**Restore All Warnings:** restores the warning messages you decided not to report again.

**Restore to Default:** restores to the default values of the options in the General view.

## Search Limitations



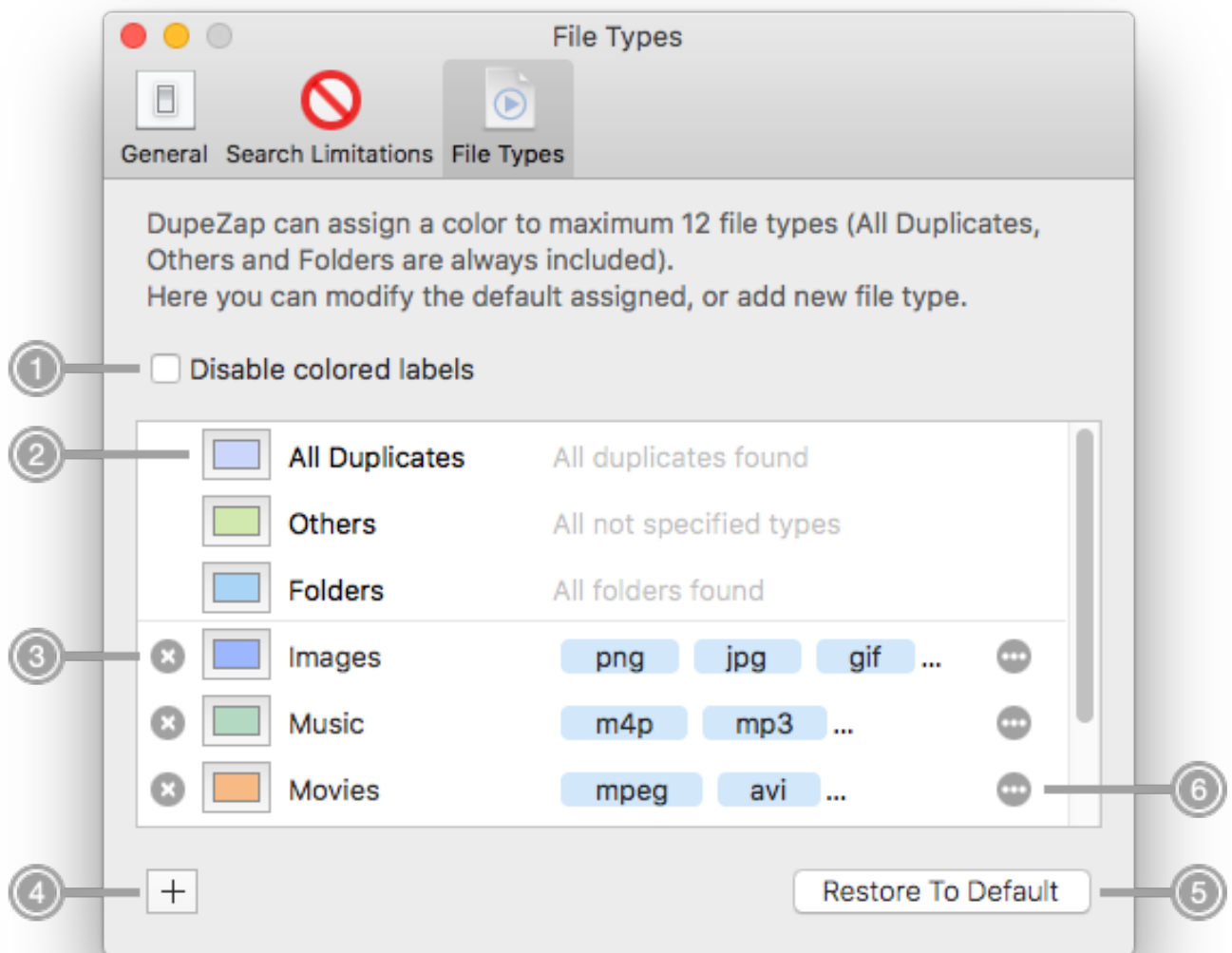
If you want to exclude permanently from the search some sources or file extensions, you can add them here. When performing a search, DupeZap will not consider the locations here added, nor the files that match the excluded extensions. Some sources and file extensions are added by default.

**Plus button:** allows you to add the paths or the extension to exclude.

**Minus button:** remove the selected lines.

**Restore to Default:** restores to the default values of the options in the Search Limitation view.

## File Types



This section is useful to separate the result items for a quick organization and management.

**Disable colored label (1):** make all labels gray.

**Colored Well buttons (2):** change the color assigned by default.

**Remove buttons (3):** remove clicked file type label.

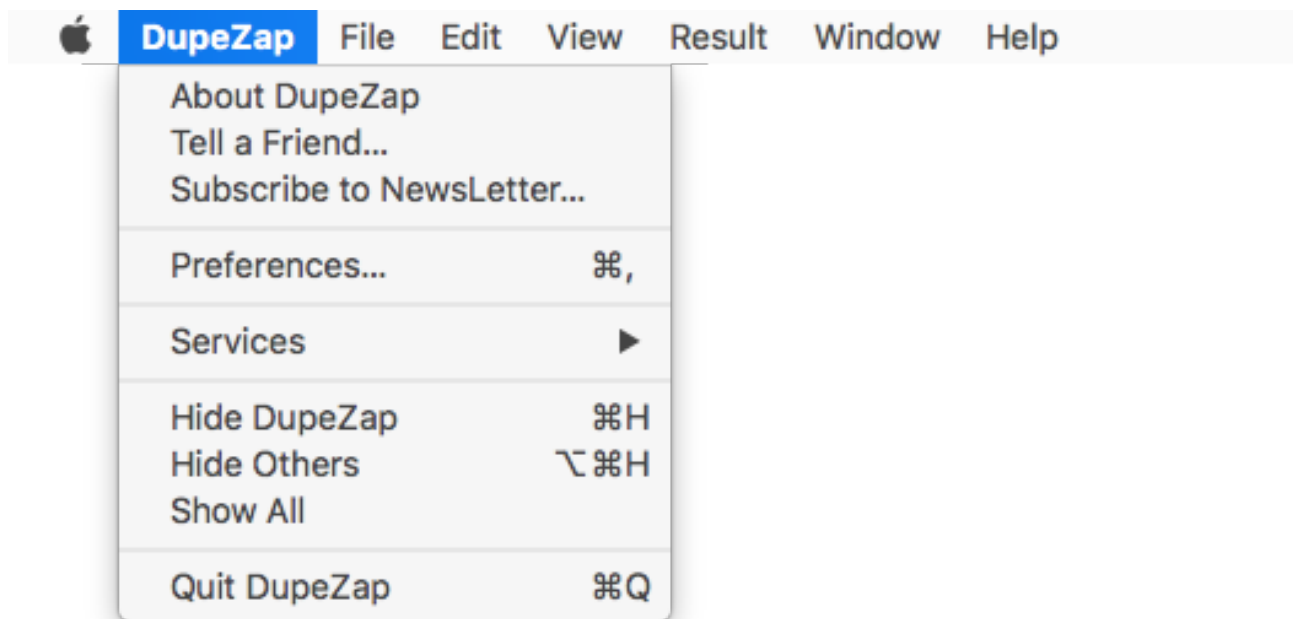
**Ellipsis buttons (6):** open a popover view that allows you to modify the extensions added.

**Add button (4):** add new file types at your choice.

**Restore to Default (5):** restores to the default values of the options in the File Type view.

## MENUS

### DupeZap Menu



**About DupeZap:** shows the credit window of **DupeZap**.

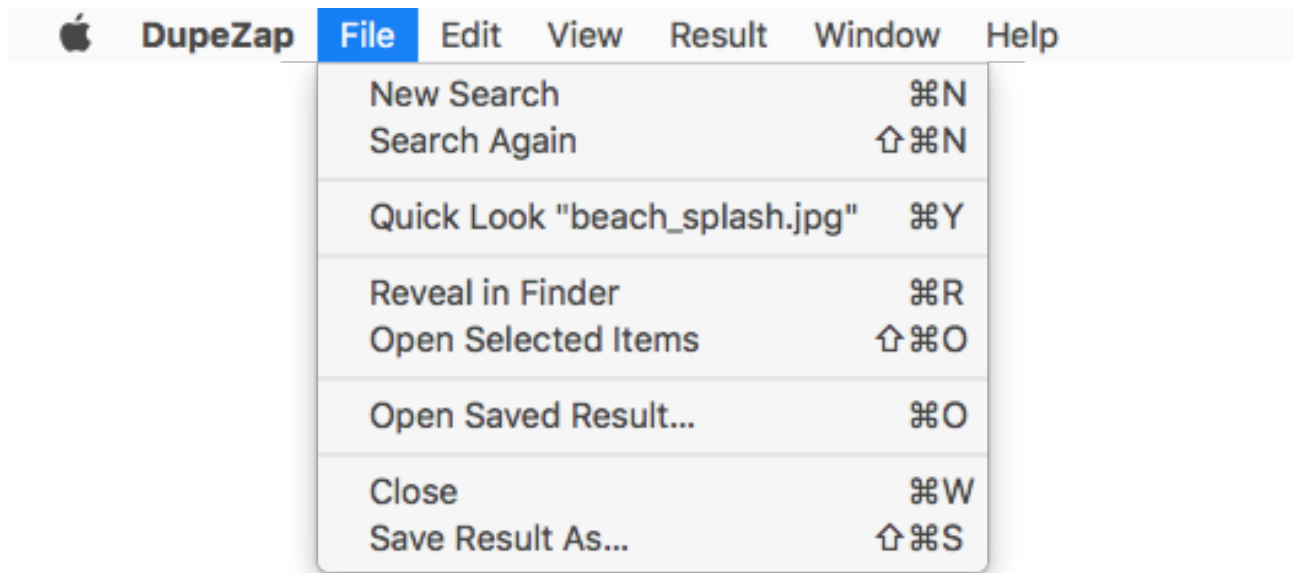
**Tell a Friend:** share by email with a friend your experience with **DupeZap**.

**Subscribe to Newsletter:** subscribe to our newsletter.

**Preferences:** opens the [Preferences](#) window.

All other menu items are system standards.

## File Menu



**New Search:** clears the current result and added sources and prepares the [Start](#) view to a new search.

**Search Again:** clears the current result and prepares the [Source](#) view to a new search.

**Quick Look...:** like in the Finder, opens a window and shows the preview of the selected items.

**Reveal in Finder:** locates the selected items in the Finder.

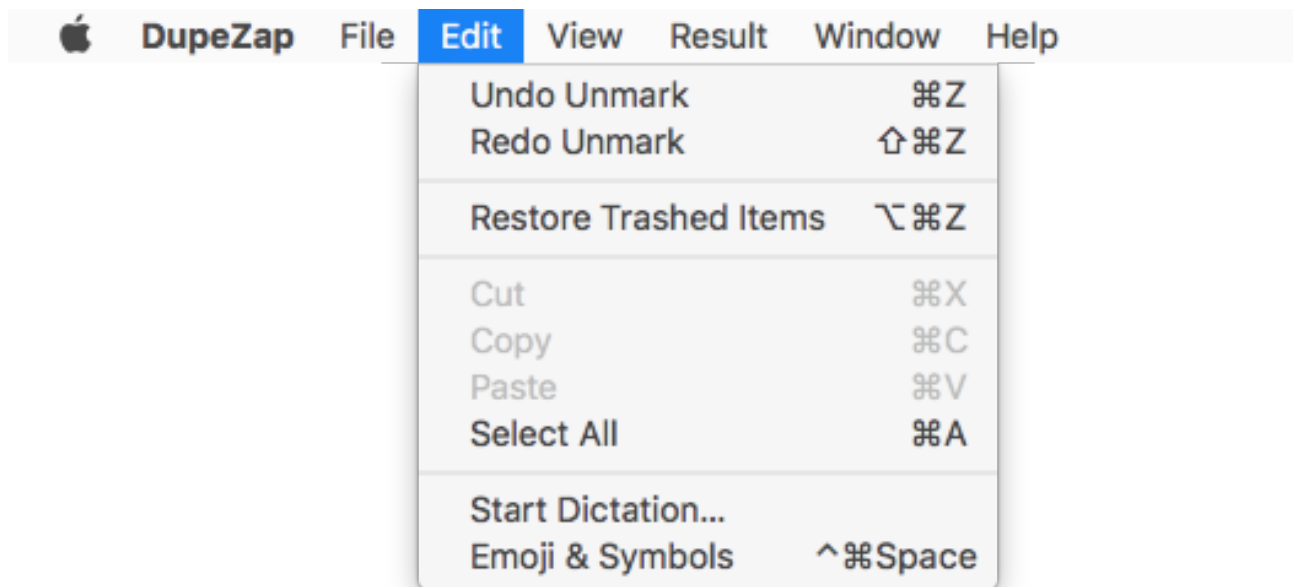
**Open Selected Items:** opens the selected items with their designed application.

**Open Saved Result:** opens the previously saved result.

**Close:** closes the front most window.

**Save Result As:** saves the current result and sources in a file. This file can be later re-opened with DupeZap to avoid having to perform the same search again.

## Edit Menu



**Undo...:** allows you to undo the last action. **DupeZap** allows you to undo all the “mark” actions and the last “move to a folder” action.

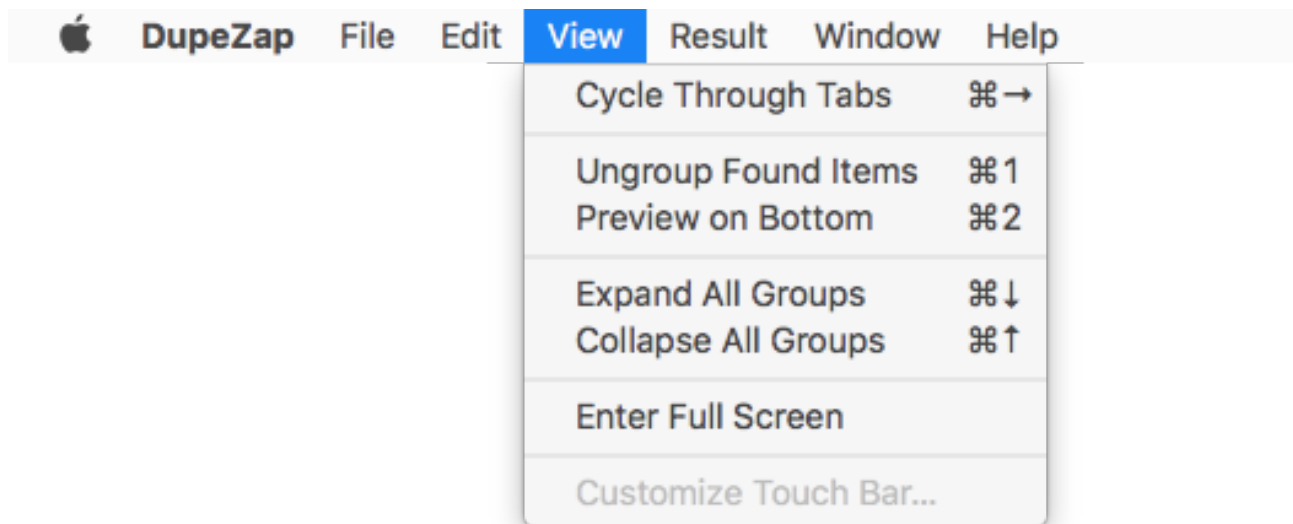
**Redo...:** restores last undo action.

**Restore Trashed Items:** restores the items moved to trash. It opens the [Restore](#) window that allows you to restore the items. Please note that, until the trash is not emptied, the "move to trash" action is reversible, even after a restart of the computer. So, before emptying the trash, be sure they are unwanted items.

If you moved the items to a folder, you can use the “Undo” command to restore the items. The restoration process includes removing the assigned keywords to the Photos images, restoring the removed items in their original locations, removing the created hard links and re-adding the removed music files to the iTunes library. The found list will not be restored. To create an identical found list you must redo the search.

All other menu items are system standards.

## View Menu



**Cycle Trough Tabs:** select the next [File Type](#) tab.

**Ungroup Found Items:** has the same function of the [Toggle](#) button.

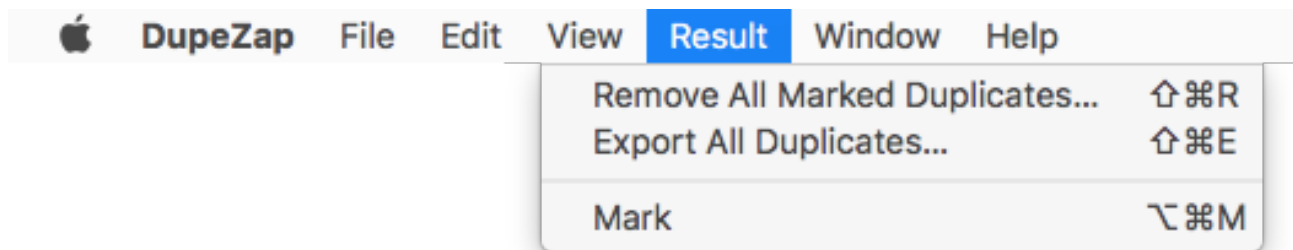
**Preview on Bottom:** has the same function of the [Swap Preview](#) button.

**Expand All Groups:** if the result is visible as group, expand all groups and show the files they contain.

**Collapse All Groups:** collapse all groups.

All other menu items are system standards.

## Result Menu



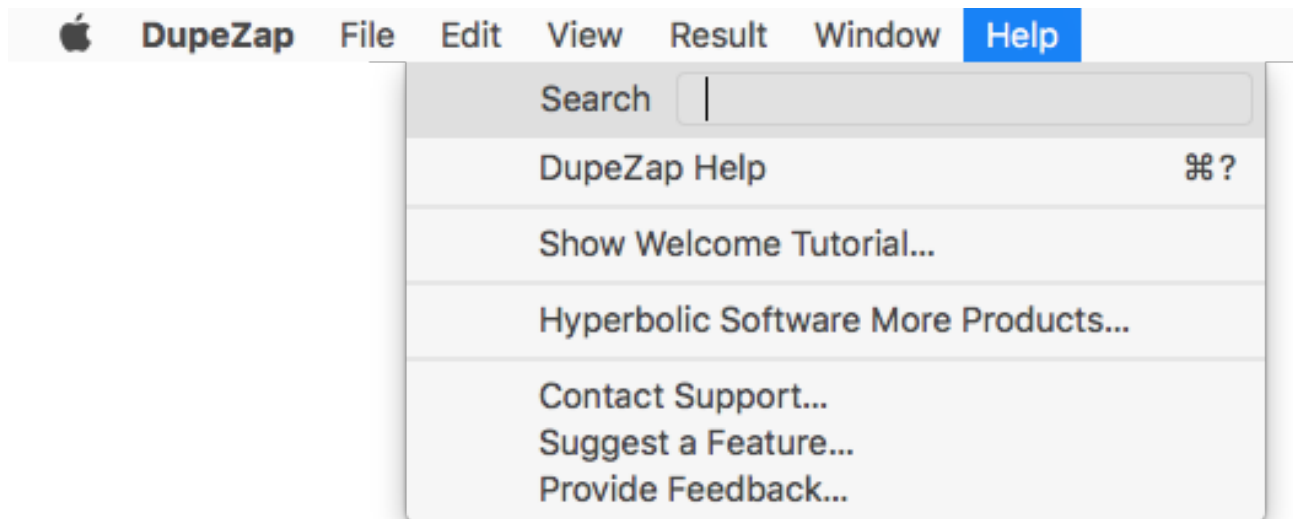
**Remove All Marked Duplicates:** has the same function of the [Remove](#) button.

**Export All Duplicates:** exports the result list in a file that can be opened by a spreadsheet application.

**Mark:** if the selection of the result list includes items that can be marked, it marks them.



## Help Menu



**DupeZap Help:** opens this manual.

**Show Welcome Tutorial:** opens a brief tutorial that explains how to start a search and remove the result.

**Hyperbolic Software More Products:** opens a browser window and goes to the Hyperbolic Software Home page.

All other menu items are system standards.

# Working with DupeZap

## Start Searching

DupeZap is designed to make an effective job in an easy and fast way.

To start, just add the sources where you want to search by dragging them in the [Start](#) view. You can add up to 8 sources at time. Typically, it is easier to add a few specific locations than it is to select a large location such as a hard drive and then exclude several locations within it. Therefore, for a targeted search, adding locations is the best option.

Another reason for choosing the adding approach over the excluding approach is that when comparing two or more locations, **DupeZap** assigns a colored label (see [Sources List](#)) to each checked location, treating each of them as an individual container. This enables the options that allow to quickly identify the items to manage.

**DupeZap** can search in the Photos database, it allows to search up to 8 local libraries at time. Generally the Photos database is located at /Users/Your\_user\_name/Pictures/Photos Library.

The current version of DupeZap doesn't search in the library if the photos are stored on the cloud.

**DupeZap** can search also in the iTunes library, it usually is located at /Users/Your\_user\_name/Music/iTunes. DupeZap can search only the current active library.

## Managing the Result

Once the search is terminated, DupeZap marks automatically the items to remove. The automatic algorithm marks the oldest items first (if any is present), then all the other items, except for one. If the marked items don't satisfy your need, you can use an algorithm at your choice from the [Mark](#) menus, then click on the [Remove](#) button and remove the marked items.

Note that DupeZap can't remove items if the user doesn't have the complete access to them with the related permissions. It can happen that even if you are the admin, the system doesn't give you access to items for which you think you have the necessary permissions. In this case, you should refer to the system help in order to fix the privileges.

## Tips & Tricks

- Limit the search to a subfolder or series of subfolders instead of searching all the disc volumes at once.
- If you use Apple's Time Machine backup software, it's recommended that you do not search in a Time Machine backup volume, or delete files contained on a Time Machine

volume. Deleting files from this location will impact Time Machine's ability to restore your data.

- While DupeZap is capable of searching any mounted disk, keep in mind that doing so will be considerably slower than searching the computer's internal hard drive.
- To start with an optimized computer configuration, it's always suggested closing all the open applications and rebooting the device. In addition, it is advisable (highly recommended if you have already experienced strange errors or it has been a long time since the last rebooting) to repair the permissions and the disk using Disk Utility (/Applications/Utilities/Disk Utility) because it can prevent disk-reading and file-managing errors.

You can protect yourself by following a few rules that allow you to make a safe deletion:

- Do not trash items if you are unsure of what they are.
- Make sure that the items you are trashing are indeed the ones you intend to trash.
- Even if the decision to trash an item was made carefully, mistakes can still happen, so it is advisable to do a backup.
  - Since DupeZap allows you to restore trashed items to their original location, don't empty the Trash until certain you don't need the content any longer.

